

**CAREER OPPORTUNITY  
CHIEF DEPUTY CLERK**

**U. S. BANKRUPTCY COURT  
NORTHERN DISTRICT OF OKLAHOMA**

Salary Range: To JSP 15 (\$89,715 to \$116,633)

Location: Tulsa, OK

Closing Date: Open until filled - Review process will begin February 1, 2002

Start Date: Negotiable

The United States Bankruptcy Court for the Northern District of Oklahoma is located in Tulsa and serves eleven counties in "Green Country", the northeastern part of the state. The Tulsa area is beautiful and consists of outstanding communities in which to live in urban, suburban, and rural settings, all at about 10% below the national average cost of living. (Visit [www.tulsa.com](http://www.tulsa.com) for more information.) The Court's only office has 23 employees, two judges and their staffs. In 2001, approximately 6,000 bankruptcy cases were filed in the Northern District of Oklahoma.

**Position Overview:** The Chief Deputy Clerk will assist in the supervision, planning and management of the operations of the office, and will act for the Clerk in his absence. The incumbent also will be responsible for the professional development of Clerk's Office staff. The Chief Deputy will lead the automation team - defining needs, developing project plans, and actively participating and assisting in the oversight of automation projects. Additionally, the Chief Deputy will be responsible for ensuring the efficient delivery of the following types of support services: case administration, courtroom services, case intake, records management, statistical reporting, quality control, and Local Rules. The Chief Deputy also will be responsible for drafting and revising procedure manuals.

**Requirements:** Candidates must possess at least three years of general work experience plus an additional three years of progressively responsible experience in automation, administrative, supervisory, managerial, or professional work. At least one year of this experience must have been at or equivalent to the judiciary's CL-28/JSP 12 level.

Candidates must also have a performance history that demonstrates strong organizational, prioritization and problem solving abilities. The candidate must possess the ability to communicate effectively both orally and in writing. The successful candidate must also have the skills and experience to prepare and execute professional development plans with employees. Bankruptcy experience is preferable.

**How to Apply:** Interested parties should submit a detailed resume, cover letter and salary history to:

**Recruitment - Chief Deputy  
U. S. Bankruptcy Court  
224 South Boulder, Room 105  
Tulsa, OK 74103**

**Information for Applicants:** Final candidates are subject to a background check. Employees of the U. S. Courts are “Excepted Appointments” and serve at the pleasure of the court. All employees are required to adhere to a code of conduct. The judiciary requires direct deposit of payroll check. Applicants selected for an interview will be contacted by the court; others will not be contacted until the position is filled.

**Federal Benefits:** Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification. They are, however, entitled to benefits similar to other federal employees. Benefits include:

- 10 Paid Holidays per Year
- 13 Days Paid Vacation (for the first three years of federal service)
- Paid Sick Leave (13 days per year, unlimited accumulation)
- Subsidized Medical Coverage with Employee Premiums Paid from Pre-Tax Salary
- Flexible Benefits Program (Pre-Tax Spending Plan for medical and child care expenses)
- Eligibility for Long Term Disability Plan Group Rate
- Eligibility for Long Term Care Plan Group Rate
- Subsidized Life Insurance Options
- Retirement Plan
- Thrift Savings Plan (with employer contributions up to 5% of salary)

**AN EQUAL OPPORTUNITY EMPLOYER**